NOVA SCOTIA

Environment and Labour

OCCUPATIONAL HEALTH AND SAFETY DIVISION

A GUIDE TO THE FIRST AID REGULATIONS

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The information contained in this publication is a guide only and should be read together with the *Occupational Health and Safety First Aid Regulations* for specific requirements. The Regulations are available through our web site at www.gov.ns.ca/enla/ohs/publicat.htm or copies may be requested by calling the Information Specialist at 902-424-5400 or toll free 1-800-952-2687. For your reference and convenience the section of the Regulation has been included.

Why do we need First Aid Regulations?

People at work can be injured or become ill. When this happens it is important they receive appropriate medical attention. The First Aid Regulations outline what an employer needs to do in providing first aid in the workplace. They require employers to provide adequate and appropriate equipment, facilities and personnel so that first aid can be given.

Who do the regulations apply to? (Section 2)

All provincial workplaces are covered by the regulations. The size and type of organization will determine the type of first aid certification required and the type of any first aid kit or room.

Who is responsible for providing the training and supplies? (Section 4)

The employer must pay for and maintain first aid supplies, services and training of first aid attendants for all of their worksites. The levels of certification are:

- *emergency first aid* - successful completion of a first aid course, from an approved organization, consisting of at least 6.5 hours of instruction;
- *standard first aid* - successful completion of a first aid course consisting of at least 13 hours of instruction; and
- *advanced first aid* - successful completion of a first aid course consisting of at least 35 hours of instruction.

What type of certification is required? (Section 5)

Worksite	Number of Employees	Certificate
Any worksite where a full time employee regularly works alone where no one can give first aid or call assistance in a reasonable time	1	Employee has emergency first aid

Office setting, not part of a larger worksite where non-office work takes place (i.e not part of an office in a factory for example)	Any number	At least one employee per shift with emergency first aid
Non-office worksite	more than 1 less that 20 employees regularly employed per shift	At least one employee per shift with emergency first aid
Non-office worksite	20 or more, but less than 100 employees regularly employed per shift	At least one employee per shift with standard first aid
Non-office worksite	100 or more employees regularly employed per shift	At least one employee per shift with advanced first aid

Can anyone provide first aid training? (Section 5)

An organization has to be approved to deliver first aid courses and issue certificates. A list of organizations currently approved to deliver First Aid courses may be found at www.gov.ns.ca/enla/ohs/info_R5.htm or by calling the Information Specialist at 902-424-5400.

How many kits will I need and what should be in them? (Sections 14, 15, 16)

Kits are required as follows: one employee at a worksite - you need a # 1 kit; more than 1 but less than 20 - you need a # 2 kit; more than 20 but less than 50 - you need a #3 kit.

Where more than 49, but less than 100, workers, are regularly employed on any one shift at a worksite, there needs to be at least a # 3 Kit, plus an increase in the supply of dressings, bandages and antispetics proportionate to the number workers over of 49 - ie. for 75 workers, multiply numbers in # 3 kit by 75/50 or 1 ½ times.

If there are 100 or more persons regularly employed , on any one shift, at a non-office worksite the employer is to provide at least one first aid room (ie. a room at the worksite that is used exclusively for the purposes of administering first aid.)

See Appendix for first aid kit and room requirements.

How do I count the number of employees I have? (Section 6)

Total number of employees per shift is determined by adding all full-time, part-time and casual employees. Visitors or customers are not counted for the purposes of these Regulations.

What about vehicles, boats and aircraft? and What size kit would be required?(Section 7)

If a vehicle, boat or aircraft is used regularly to transport employees, the first aid supplies and services are determined based on the maximum seating capacity of the craft. For example: a 30 seat bus used regularly to transport employees to a work site would require a # 3 First Aid Kit; based on the maximum capacity of the bus, even if it transports fewer than the maximum. Where only the operator uses the vehicle or craft on a regular basis it must have at least a Number 1 First Aid Kit.

Do I need to keep records of accidents? (Section 8)

Yes. Where a first aid attendant is required to administer first aid, the employer must maintain a written record and it must be kept for 5 years after the injury. The information to be contained in the record must include:

- name of injured or ill person
- date and time of injury or illness
- location and nature of injuries or illness
- time when first aid was given
- first aid treatment involved
- name of person providing the first aid
- name of person to whom the injury, illness was reported

Where should First Aid supplies be placed? (Section 9)

The first aid supplies and services need to be accessible during all work hours. First aid supplies and the location or telephone number of the first aid attendant must be posted throughout the worksite, on easily visible signs. Reasonable time for accessing a first aid kit should be used as a rule-of-thumb to estimate if the location of the kit is adequate.

What are the duties of a first aid attendant? (Section 10 and 11)

The first aid attendant has general control and supervision of the first aid kit, and where one is required, the first aid room. They are to be available at all times during their shift to treat an injured or ill person without any undue delay. (i.e. available to leave at a moment's notice). The first aid attendant must keep their first aid certificate at the worksite and have it available on request of a government occupational health and safety officer.

First aid supplies are to be kept:

- clean and dry
- checked regularly for expiry dates
- maintained so they meet the regulations' requirements (restocked when supplies are used)
- in a visible and accessible location

What if transportation to the hospital is required? (Section 12)

The regulation provides the worksite the flexibility to provide an adequate means of transport for an injured worker, whatever that means may be, ambulance or private vehicle. In the case of a construction project, the employer, or constructor is responsible for ensuring a safe and timely means of transport.

If necessary, at least one other person, in addition to the operator of the vehicle, boat or aircraft, must accompany the injured person to provide assistance.

What if I have employees in remote locations? (Section 18)

If employees are at a worksite that is more than 30 minutes of travel time, one-way, from an emergency care facility the employer, or contractor, must maintain a written first aid remote location plan.

I work in Hospital; do the First Aid Regulations Apply? (Section 19)

Generally most hospitals are not required to strictly comply with the First Aid training and services requirements (sections 5, 11, and 14 through 17) where emergency care facilities are available at the hospital.

For example: A hospital that has an emergency room open during all hours that the hospital is open does not need to have specially trained first aid attendants or specific first aid supplies. However, where the hospital does not have an emergency response ability during the entire time that workers are at the hospital, it must comply with the training and supply requirements of the regulations. Because a worker may be injured when the emergency room is closed, and they have the right to immediate treatment, the hospital must have staff with appropriate training to perform first aid.

What about unusual circumstances? (Section 13)

Similar to deviations under the Occupational Health and Safety Act, section 13 of the First Aid Regulation allows the Director to grant a variation of the regulations. This section also allows the Director to require additional first aid supplies and services. These powers are applied on a worksite by worksite basis only - broad applications are not allowed.

Are medicines allowed in first aid kits?

The regulations do not mention over the counter medicine; therefore first aid kits may now contain common over the counter medicines (ie. aspirin, ibuprofen, antihistamines, cold medicine).

Can Automatic External Defibrillators be part of a First Aid Kit?

The Regulations do not mention automatic external defibrillators - they are not expressly required or banned. If an employer wishes to purchase such a machine they would be required to operate and maintain the machine as per the manufacturer's specifications/recommendations. Also employees expected to use the defibrillator would be required to be trained in its proper use.

First Aid Kit Requirements

	#1 Kit (1 employee at worksite)		#3 Kit (more than 20 less than 50)
First aid guide	1	"	"
Record book or instructions on how to maintain records	1	"	"
Pencil	1	"	"
Safety pins	6	12	"
Splinter tweezers	1	"	"
Scissors (100mm)	1	"	"
Disposable latex gloves or equivalent	2 pairs	"	4
Sterile bandage compresses (100 mm X 100 mm)	2	"	6
Sterile adhesive dressings (25 mm wide)	12	24	32
Sterile pads (75 mm X 75 mm)	12	16	32
Triangular bandages (1 m)	3	6	"
Roller bandages (50 mm wide)	1	2	3
Rolls adhesive tape (25 mm wide by 2.5 m long)	1	"	2
Marked plastic bag for the disposal of biohazardous waste	1	"	"
Airway barrier device for rescue breathing	1	"	"
Disinfectant	a 100 ml bottle of adequate antiseptic, or 12 individually wrapped antiseptic towellettes	"	"
Hand cleaners	6	24	"

Note: where more than 49 workers are regularly employed on any one shift at a worksite, there needs to be at least a # 3 Kit, plus an increase in the supply of dressings, bandages and antispetics proportionate to the number workers over of 49 - ie. for 75 workers, multiply numbers in # 3 kit by 75/50 or 1 ½ times.

First Aid Room Requirements

Where the worksite is not an office and there are 100 or more employees regularly employed on any one shift at the worksite, the employer shall provide at least one first aid room or other approved first aid facility.

A first aid room shall:

(a) be of sufficient size to accommodate the supplies and services required by these regulations and have an entrance that can easily accommodate a stretcher;

(b) be kept clean, well lighted, heated, ventilated and in a sanitary condition;

(c) contain a telephone or other means of communication between the first aid room and worksite areas served by the first aid room;

(d) have emergency telephone numbers posted;

(e) include the following furniture:

(i) 1 permanent sink with hot and cold running water,

(ii) 1 refuse pail with a cover,

(iii) 1 chair with arm rests that ensure that the chair is suitable to treat injured employees,

(iv) 1 bed, covered with a plastic sheet,

(v) pillows and blankets, and

(vi) 1 cabinet suitable for storing dressings and instruments;

(f) contain the following material, equipment and supplies:

(i) 1 first aid guide,

(ii) 1 pair of 150 mm heavy-duty scissors,

(iii) 1 splinter tweezers,

(iv) 12 assorted safety pins,

(v) 1 wash basin made of stainless steel or polypropylene,

(vi) 1 nail brush,

(vii) 1 package of paper towels,

(viii) hand soap

(ix) 1 package of disposable paper cups,

(x) 1 cold sterilizer with a supply of non-rusting germicidal solution or a means of sterilization that provides an equivalent level of protection,

(xi) 1 kidney basin made of stainless steel or polypropylene,

(xii) 1 set of assorted x-ray permeable splints,

(xiii) 1 portable Number 2 First Aid Kit and a flashlight for use outside the room at the scene of an accident,

(xiv) 20 additional pairs of disposable latex gloves or gloves made of material that provides an equivalent level of protection against the spread of infections or contagious conditions,

(xv) 1 first aid record book, or instructions on how first aid treatment records are to be maintained,

(xvi) 1 pencil,

(xvii) two rolls of adhesive tape (25 mm wide by 2.5 m long),

(xviii) antiseptics, including

(i) a disinfectant in the form of

(a) a 100 ml bottle of an adequate antiseptic, and

(b) 12 individually wrapped towellettes with an adequate antiseptic, and

(ii) 36 hand cleaners,

(xix) one marked plastic bag for disposal of biohazardous waste.

(xx) one airway barrier device for rescue breathing, and
(xxi) one magnifying lamp.

(g) at least the following dressings, individually wrapped:
(i) 6 sterile bandage compresses (100 mm X 100 mm),
(ii) 48 sterile adhesive dressings (25 mm wide),
(iii) 32 sterile pads (75 mm X 75 mm),
(iv) 6 triangular bandages (1 m),
(v) 3 roller bandages (50 mm wide),
(vi) 1 roll of tubular finger bandages with applicator,
(vii) 10 finger tip dressings,
(viii) 10 knuckle pad dressings, and
(ix) 4 sterile abdominal bandages (200 mm X 300 mm).